Instructions:

1. After logging into your Google Account, select the “Google apps” icon

2. Look for the “Google Classroom” icon, it might be under “More”.

3. Click, “I am a Student“ and when “Join a class“ pops-up, put in the code:

   vksnfkrk

Important information:

- Make sure your first name or an appropriate nickname is only seen when logging into the classroom.
- Not mandatory to come into the library for club meeting days (Fridays), but there are chromebooks to check-out if you need.
- Chromebooks are limited at each branch and only allowed with parent permission. Please make sure you are able to check one out before the time of the event, if you need one.

A few rules need to be set out:

1. Make sure you only use your first name! This is important for your email address and all things that are posted on the classroom. This is a GCPLD rule!
2. No bashing, shaming or otherwise making fun of others for their book choice, comments and creations. This is a SAFE PLACE. Don’t we already get enough of that at school and work?
3. HAVE FUN! ;)
How to Change Your Name in Google to Only Your First Name
(once you are logged into the class)

1. At the left-top of the page, click on the drop-down menu.
2. Click on **Settings**, at the bottom of the tab.
3. Your Google Profile will open. Click on the **Manage** link in your profile box.
4. Under the left hand side, there is a **Personal Info** option. Click on it.

5. In your Profile, click the arrow (>) next to **Name**.

6. Click on the pencil (__) and change your name to just your first name or nickname.